UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Instructions for the Peanut Electronic Warehouse Receipt (EWR) Pilot Project

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

PSD authorized development of a pilot project to handle EWR's for peanuts for the 2003 crop year. For the pilot project, EWR, Inc., has been designated as the provider maintaining a central filing system for all EWR's for peanuts. EWR, Inc., operating under an agreement with DACO, will store and maintain EWR's in a secure manner, and provide County Offices with warehouse receipt data to process loans and LDP's in APSS.

Peanut producers may request the warehouse to issue EWR's through EWR, Inc., for loan or LDP purposes. As part of the loan or LDP application, the producer provides the County Office with the EWR number. Using the PC Peanut EWR System, the County Office can request peanut EWR data from EWR, Inc., with the EWR number provided by the producer.

Upon receipt of EWR data from EWR, Inc., the County Office transmits an acknowledgement receipt to EWR, Inc., validates the EWR data received, and transfers the EWR data file to APSS for processing. The EWR system eliminates the entry of warehouse information and peanut grade factors in a warehouse receipt when processing a loan or LDP in APSS.

AS400 Release No. 23 and PC Release No. 24 include the EWR software for peanuts. County Release No. 522 includes the software allowing APSS to process loans and LDP's using EWR's.

B Purpose

This notice provides County Offices with instructions on processing EWR's for peanuts under the Peanut EWR Pilot Project.

Disposal Date	Distribution
August 1, 2004	State Offices; State Offices relay to County Offices, Peanut CMA's and DMA's

2   Using the Peanut EWR System

A   Accessing the Peanut EWR Software

After installing the PC peanut EWR software, access the peanut EWR application from the Start Menu.

B   Login/Setup Menu

Peanut EWR System Login/Setup Menu 000 provides the following options.

Option	Title	Paragraph Reference	Function
1	Login to Peanut EWR System	5	Login to Peanut EWR System.
		6	Process loan/LDP file including: • building loan/LDP file • downloading EWR information • completing loan and LDP file • correcting loan/LDP file.
		7	Transfer loan/LDP file to APSS including: • adding files to APSS transfer queue • deleting files from the APSS transfer queue • transferring loan and LDP files to APSS.
		9	Release EWR.
		10	Perform other Peanut EWR System functions.
2	Update Office Profile	3	Establish, update, or delete office profile.
		4	Establish, update, or delete table files including: • frequently used holder codes • EWR transmission profile • APSS transmission profile.
5	Update Configuration Information	11	Update EWR system configuration.
6	Restore Peanut Files from Server	11	Restore corrupted peanut files.
7	Backup Peanut Files to Server	11	Backup peanut files.

3   Office Profiles

A   Establishing Office Profile

Before using the PC Peanut EWR System, set up the County Office profile by selecting Option "2", "Update Office Profile", from Peanut EWR System Login/Setup Menu 000.

Establish an office profile for each:

* County Office processing peanut loans and LDP's for more than 1 county
* peanut CMA, if applicable
* peanut DMA, if applicable.

Use the same option to add another county, CMA, or DMA profile, update an existing profile, or delete an office profile from the PC Peanut EWR System.

County Offices using 2 computers to process EWR's for the same County Office, CMA, or DMA must establish the County Office profile in the second computer according to this paragraph. County Office must enter file sequence number in the second computer according to subparagraph 3 B, Step 3.

3   Office Profiles (Continued)

B   Entering Office Profile Data

Complete the office profile information for each County Office maintained in the system according to this table.

Step	Action	Result
1	On Menu 000, click on Option "2".	Update Office Profiles Screen PNC20000 will be displayed.
2	On Screen PNC20000, click on **"Add".**	Screen PNC20010 will be displayed.
3	On Screen PNC20010, enter the following.	

Field	Entry
State Code	The 2-digit State code.
County Code	The 2-digit county code.
County Name	County Office name.
File Prefix	The 3-digit alpha prefix code assigned to the County Office. Contact the State Office for the 3-digit file prefix.
File Seq. #	Five digit file sequence number (ynnnn), where y=last digit of the crop year and nnnn=is a sequential number starting with "0001". **Example:** For the 2003 crop year, enter 30001. **Note:** County Offices using 2 computers to process peanut EWR's must start the sequential number in the second computer at "30500".

Print Supplemental Rcpt List	This field defaults to print the supplemental receipt list.

IF the user…	THEN…
wants to print the supplemental receipt list	indicate the number of copies to print.
does not want to print the supplemental receipt list	uncheck the box.

Print Review List	This field defaults to print the review list.

IF the user…	THEN…
wants to print the review list	indicate the number of copies to print.
does not want to print the review list	uncheck the box.

3   Office Profiles (Continued)

B   Entering Office Profile Data (Continued)

Step	Action	Result
4	Click on "**OK**".	Screen PNC20000 will be redisplayed.
5	On Screen PNC20000, click on "**Prev Screen**"**.**	PC Peanut Menu 000 will be redisplayed.

C   Updating or Deleting Office Profile

Update or delete an existing office profile according to this table.

Step	Action		Result
1	On Screen PNC20000, click on the county name.		Screen PNC20010 will be displayed.
2	On Screen PNC20010, do the following:		
	IF…	**THEN…**	Screen PNC20000 will be redisplayed.
	updating office profile	revise applicable profile entries and click on "**Update**".	
	deleting office profile	click on "**Delete**".	
3	On Screen PNC20000, click on "**Prev Screen**".		Peanut EWR Menu 000 will be redisplayed.

4   Table Files

A   General Information

After office profiles have been completed according to paragraph 3, establish the table files according to the following table.

IF establishing…	THEN refer to subparagraph…
frequently used buyer/new holder codes	B.
EWR transmission profile	C.
APSS transmission profile	D.

4   Table Files (Continued)

B   Frequently Used Buyer/New Holder Codes

The EWR holder ID is issued by EWR, Inc., to identify the buyer of the peanuts being redeemed. The holder ID must be provided to the County Office when the loan is repaid.

Establish and maintain an EWR buyer/holder profile of the most frequently used EWR holder ID codes in the Frequently Used Buyer/New Holder Code file. This file does **not** have to be established before using the PC Peanut EWR System, however, establishing this file will allow the user to select the holder ID from the list of holder ID's when releasing the receipt.

Enter the frequently used buyer/new holder codes according to this table.

Step	Action	Result
1	On Menu 000, click on Option "1".	Screen PNC00000 will be displayed.
2	On Screen PNC00000, click on the county name.	Peanut EWR System Menu 001 will be displayed.
3	On Menu 001, click on Option "3".	Update Table Files Menu 300 will be displayed.
4	On Menu 300, click on Option "1".	Screen PNC22000 will be displayed.
5	On Screen PNC22000, do the following. <table><tr><td>**IF EWR holder ID has…**</td><td>**THEN click…**</td></tr><tr><td>not been established</td><td>on **"Add".**</td></tr><tr><td>been established</td><td>click EWR holder code to update or delete.</td></tr></table>	Screen PNC22100 will be displayed. To create or update a warehouse profile, go to step 6. To delete a warehouse profile, go to step 7.
6	Create or update holder ID information according to the following. <table><tr><td>**Field**</td><td>**Entry**</td></tr><tr><td>EWR Holder ID</td><td>EWR ID number **Note:** The producer must contact EWR, Inc., to get the EWR holder ID and provide that information to the County Office when redeeming the loan.</td></tr><tr><td>EWR Holder Name</td><td>Name of the EWR holder.</td></tr></table>	
7	On Screen PNC22100, do the following. <table><tr><td>**CLICK on…**</td><td>**IF the holder profile is being…**</td><td rowspan="4">Screen PNC22000 will be redisplayed.</td></tr><tr><td>**"OK"**</td><td>added.</td></tr><tr><td>**"Update"**</td><td>updated.</td></tr><tr><td>**"Delete"**</td><td>deleted.</td></tr></table>	
8	On Screen PNC22000, click on **"Prev Screen"**.	Peanut EWR Main Menu 600 will be redisplayed.

4   Table Files (Continued)

C   EWR Transmission Profile

The EWR transmission profile entries will be defaulted and should **not** be changed unless the County Office is provided with specific instructions. Access the EWR Transmission Profile according to the following table.

Step	Action	Result
1	Access Update Table Files Menu 300 according to subparagraph 4 B, Steps 1 through 3.	Menu 300 will be displayed.
2	On Menu 300, click on Option "2".	Update EWR Transmission Profile Screen PNC24000 will be displayed.
3	On Screen PNC24000, the following default entries will be displayed.	

Field	Entry
IP Address to access Peanut EWR Database	PEANUTEWR.COM
Upload – Receipt Request file Name	PEANUTLN
Download – Receipt Request File Name	PEANUTLN
Upload – Receipt Release File Name	PEANUTRL
Download – Release File Name	PEANUTRL

Step	Action	Result
4	Click **"OK"**.	Menu 300 will be redisplayed.

D   APSS Transmission Profile

The APSS transmission profile has to be entered before processing peanut loan/LDP files according to paragraph 6. This one time process must be completed according to the following table.

Step	Action	Result
1	Access Update Table Files Menu 300 according to subparagraph 4 B, Steps 1 through 3.	Menu 300 will be displayed.
2	On Menu 300, click on Option "3".	Update APSS Transmission Profile Screen PNC25000 will be displayed.
3	On Screen PNC25000, enter the IP address to access County Office AS400 System: field **"199.xxx.xxx.160"**, where xxx.xxx is the number assigned to the County Office. **Note:** If unsure of the correct IP address for the AS400, contact your State IT Specialist or the National Help Desk for assistance. Click **"OK".**	Menu 300 will be redisplayed.

5   Login to Peanut EWR System

A   Accessing the Peanut EWR System Main Menu

After the table files have been updated according to subparagraph 4 B, the system is ready to process the loan/LDP files. Access the Peanut EWR System Main Menu 001, according to this table.

Step	Action	Result
1	On Menu 000, click on Option "1".	Screen PNC00000 will be displayed.
2	On Screen PNC00000, click on the County Office name. **Note:** For counties with more than 1 office profile, select the applicable County Office, CMA, or DMA from the screen.	Peanut EWR System Menu 001 will be displayed.

6   Processing Loan/LDP Files

A   Building Loan/LDP File Using Data Entry

The loan/LDP file lists the EWR data being requested by the County Office. Use the data provided in the loan request to create a loan/LDP file according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to paragraph 5.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "1".	Enter Producer and Payment Information Screen PNC01000 will be displayed.
4	On Screen PNC01000, enter the loan and payment information according to the following table.	

Field	Entry
Producer Name	Producer's name **Note:** Click on the "Use Previous Producer's Name" button to enter the previous producer's name in this field.
File Seq. #	The system automatically assigns this number.

6   Processing Loan/LDP Files (Continued)

A   Building Loan/LDP File Using Data Entry (Continued)

Step	Action	Result
4 (cntd)	**Field**	**Entry**
	Warehouse Code **Note:** This should be the first storage location city and State.	Applicable warehouse code of the storing warehouse.
	License Type	If the warehouse license type is: • Federal, enter "US" • State, enter the State abbreviation • unlicensed, enter "NL".
	Crop Year	Defaults to the current crop year.
	Payment Type	Click on the applicable payment type: • loan using EWR • LDP using EWR.
	Peanut Type	Click on the applicable peanut type: • Runner (RUN) • Virginia (VIR) • Valencia (VAL) • Spanish Southeast (SPE) • Spanish Southwest (SPW)
5	Click on **"Next Screen"**.	Enter Warehouse Receipt Screen PNC02000 will be displayed.

6   Processing Loan/LDP Files (Continued)

A   Building Loan/LDP File Using Data Entry (Continued)

Step	Action	Result
6	On Screen PNC02000 complete the information required on the screen according to the following table.	

Field	Entry
Last receipt on previous page	The system automatically displays this warehouse receipt number.
Auto Fill Receipt Numbers By **Note:** This function is optional and the user may enter all receipt numbers individually, if desired.	If downloading several EWR numbers in sequence, enter in the **"Auto Fill Receipt Number By:"** field the warehouse receipt interval. **Notes:** Entering "1" will auto fill each warehouse receipt number by intervals of 1. **Example:** 101, 102, 103, 104, 105, etc. Entering "2" will auto fill each warehouse receipt by interval of 2. **Example:** 101, 103, 105, 107, 109, etc. To auto fill the box, position the cursor in the EWR number that has been entered. PRESS the "F2" key and all EWR number fields following that field will be filled in sequence. To auto delete, position the cursor in the EWR number field to be deleted and delete the entry. PRESS the "F2" key and all EWR number fields following that field will be deleted.
File Seq. #	The system automatically assigns the number.
Enter Receipt Numbers	Enter the EWR numbers associated with the producer's loan/LDP request.
Total Receipts Entered	The system automatically fills in the entry.

6   Processing Loan/LDP Files (Continued)

A   Building Loan/LDP File Using Data Entry (Continued)

Step	Action	Result
7	After completing the entries on the screen continue the process according to the following table.	

CLICK on…	THEN...
"Update"	the entries on the screen will be saved. Screen PNC02000 will be redisplayed and the "Total Receipt Entered" field will be updated. **Warning:** If the user does not click on **"Update"** all changes to the data on the screen will be lost.
"Page Backward"	screen PNC02000 that was previously completed will be displayed .
"Page Forward"	a blank Screen PNC02000 will be redisplayed to enter additional receipt information.
"Update and Page Forward"	existing Screen PNC02000 will be updated and a blank Screen PNC02000 will be redisplayed to enter additional receipt information.
"Next Screen"	loan/LDP File Summary Screen PNC03000 will be displayed .
"Prev Screen"	Screen PNC01000 will be redisplayed.

Step	Action	
8	Verify the loan/LDP file summary on Screen PNC03000. **Note:** Check the Print the Review List and indicate the number of copies to print. Uncheck the box, if the review list is not being printed. It is highly recommended that the user prints the review list and verify the receipts included in the loan/LDP file.	

IF entries are…	THEN…
not correct, click on **"Prev Screen"**	Screen PNC02000 will be redisplayed.
correct, click on **"Next Screen"**	the EWR File Preview List will be printed and Menu 100 will be redisplayed. The loan/LDP file will be ready to be downloaded.

6   Processing Loan/LDP Files (Continued)

B   Downloading EWR Information

After building loan/LDP file according to subparagraph 5 A, the user may download EWR data by sending the file to EWR, Inc. Download the EWR information according to the following table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "3".	Screen PNC12000 will be displayed.
4	On Screen PNC12000, select the file to be transmitted by clicking on the file sequence number (FSN). The screen will have a: • "Yes" in the "Selected" column • "Selected Files" field will be filled • "Selected Rcpts" field will be filled. To select all files displayed on the screen, click **"Select All"**. Click on **"Next Screen"**.	Screen PNC12200 will be displayed.
5	On Screen PNC12200, enter the County Office EWR user ID and password. The EWR user ID shall be the "**U0STCTY"** where: • "U0" = constant • "ST" = 2-digit State code • "CTY" = 3-digit county code. The EWR user password can be obtained from the State Office. Click on **"Next Screen".**	Screen PNTFTP will be displayed to enter EWR holder ID and EWR password.

6   Process Loan/LDP Files (Continued)

B   Downloading EWR Information (Continued)

Step	Action	Result
6	On Screen PNUTFTP, enter EWR holder ID and password. **Notes:** The EWR holder ID shall be pre-filled and does not need to be entered by the user. The EWR holder ID displayed on the screen will be in the format **"C0STCNTY"**, where: • "C0" (Czero) = constant • "ST" = 2-digit State code • "CTY" = 3-digit county code. The EWR holder password can be obtained from the State Office. Click on **"Send"**.	EWR Transfer Screen will be displayed with a series of communication messages and the file will be download. EWR Validation Review Report and/or EWR Download Message Report will be printed. **Notes:** The Validation Review Report provides a listing of the downloaded warehouse receipt with the producer, previous and current holder names, and the date when the current holder took possession of the receipt. The Download Message Report prints any download message from EWR, Inc. County Office can view but **not** use the warehouse receipt that has already been downloaded by another County Office. Menu 100 will be redisplayed.

C   Completing the Loan/LDP File

After the EWR data has been downloaded according to subparagraph 6 B, review and complete the loan/LDP file received by the County Office from EWR, Inc. according to the following table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "4".	Select Loan/LDP File to Complete Screen PNC13500 will be displayed.

6   Processing Loan/LDP Files (Continued)

C   Completing the Loan/LDP File (Continued)

Step	Action		Result
4	On Screen PNC13500, select the file to complete by clicking on the file sequence number (FSN).		
	IF…	**THEN…**	
	the warehouse receipt is valid	click on **"Page forward"**.	Screen PNC15000 will be displayed. EWR data will stay with the file.
	an error exists in the warehouse receipts	error message will be displayed and the field with error will be highlighted. Click on **"Move Receipt to New File"**. Click on **"Next Error"** to display next record with error.	Display Receipt Information Screen PNC14500 will be displayed. EWR will be moved to the error receipt file.
5	After a receipt has been validated, click on **"Page Forward"**.		Screen PNC15400 will be redisplayed with data for the next warehouse receipt in the file.
6	After all the receipts have been validated, click on **"Next Screen"**.		Loan/LDP File Summary Screen PNC15000 will be displayed.

6   Processing Loan/LDP Files (Continued)

C   Completing the Loan/LDP File (Continued)

Step	Action	Result
7	Review the receipt summary for accuracy. Click on **"Edit Receipts"** to make corrections, if necessary. **Example:** If a receipt has different peanut type, the receipt may be removed from the existing loan/LDP file and moved to a new file. The new file name will be displayed on Screen PNC15000. Check the Print Rcpt List to print the EWR File Review List and indicate the number of copies to print. Uncheck the box, if not printing the report. Create backup diskette by checking the create diskette box. **Note:** Backing up the completed files on diskette is highly recommended. The file will also be backed up in the server.	

IF backup diskette will…	THEN click on…	
not be created	**"Next Screen"**	Menu 100 will be redisplayed.
be created	**"Next Screen"**	"Save Loan/LDP File to Diskette"prompt will be displayed. Insert a diskette into the disk drive and click **"OK"**. The file will be copied to the diskette.

6   Processing Loan/LDP Files (Continued)

C   Completing the Loan/LDP File (Continued)

Step	Action	Result
8	Repeat steps 4 through 8 to complete the remaining file. After all files are completed, click on **"Next Screen".**	Menu 100 will be redisplayed.
9	Transfer the file to APSS according to paragraph 7.	

D   Correcting a Loan/LDP File

Loan/LDP files that have been processed according to this paragraph or paragraph 8, may be corrected according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "5".	Select File For Correction Screen PNC19000 will be displayed.
4	On Screen PNC19000, select the file to correct by checking on the file sequence number (FSN).	Enter Producer and Payment Information Screen PNC01000 will be displayed.
5	Click on **"Next Screen"**.	Screen PNC02000 will be displayed.
6	On Screen PNC02000, click on the warehouse receipt number to be updated and click on **"Update"**.	Screen PNC0300 will be displayed.
7	Review the loan/LDP file summary and print the review list according to subparagraph 6 A, Step 8.	The EWR File Review List will be printed. Menu 001 will be redisplayed.
8	Download the loan/LDP file according to subparagraph 6 B.	

7   Transfering Loan/LDP File to APSS

A   Adding Files to APSS Transfer Queue

After completing the loan or LDP file, add the loan/LDP file to APSS transfer queue according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, click on Option "1".	Screen PNC16000 will be displayed.
5	On Screen PNC16000, click on the file to be added to the APSS transfer queue. Click on **"Select All"** to add all the loan/LDP files. Click on **"Next Screen"**.	The Files for Transfer to APSS report will be printed. Menu 110 will be redisplayed.

B   Deleting Files From APSS Transfer Queue

Loan/LDP files added to the APSS transfer queue according to subparagraph 7 A may be deleted according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, click on Option "2".	Delete Files from APSS Transfer Queue Screen PNC17100 will be displayed.
5	On Screen PNC17100, select the file to be deleted from APSS Transfer queue. **Note:** It is highly recommended that the user create a backup according to subparagraph 6 C, Step 7 before deleting any file. Click on **"Select All"** to delete all the loan/LDP files. Click on **"Next Screen"** .	Menu 110 will be redisplayed.

7   Transfering Loan/LDP File to APSS (Continued)

C   Transferring Files to APSS for Processing

Loan/LDP files that have been added to the APSS transfer queue according to
subparagraph 7 A may be transferred to APSS to be used for loan/LDP processing.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, click on Option "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, click on Option "5".	Select Files for Transfer to APSS Screen PNC17000 will be displayed.
5	On Screen PNC17000, select the file sequence number (FSN) to transfer to APSS. Click on **"Select All"** to transfer all the loan/LDP files.	A pop-up screen logon to the AS400 will be displayed.
6	Enter AS400 username and password.	Reports listing the files transferred to APSS will be printed. **Note:** Files transferred to APSS and **not** processed on the same day will be deleted. Files deleted from APSS have to be re-transferred to APSS according to this subparagraph.
7	Process the loan/LDP file in APSS according to paragraph 8.	

8   Processing EWR's in APSS

A   FSA Peanut EWR Report

Upon transferring the loan/LDP file to APSS according to subparagraph 7 C, the FSA Peanut
EWR Report (PKA965-R001) will be printed listing the files that were successfully
transferred to APSS.

Note: Files transferred to APSS must be processed on the same day, otherwise, the files will
be deleted from APSS and will have to be transferred again when the user is ready to
process the loan/LDP.

8   Processing EWR's in APSS (Continued)

B   Processing Warehouse-Stored Loan in APSS Using EWR

Once the EWR loan/LDP file is transferred to APSS, from Menu PCA005 select Option "2". Perform the normal loan and producer verification routines in APSS. Process the loan according to this table.

Step	Action	Result
1	On Menu PLA000, select Option "9", "Warehouse Peanut Loans Using Processed Data".	Screen PLC09500 will be displayed.
2	On Screen PLC09500, enter the file sequence number of the loan/LDP file to be processed on the "Enter file name for the peanut data" field. Enter **"Y"** or **"N"**, to the question, "Is this the correct file?". PRESS **"Enter".**	The producer name on the file will be displayed. **Notes:** The loan will be processed for the person/entity name displayed on the upper left hand corner of the screen. This name may **not** exactly match the producer name on the loan/LDP file. Screen PLC10000 will be displayed with the information from the EWR loan/LDP file.
3	Verify and complete Screen PLC10000, then PRESS **"Enter"**.	Screen PLC10005 will be displayed.
4	On Screen PLC10005, complete the "Date Documents/Warehouse Receipt Received" field and PRESS **"Enter"**. **Note:** The "Date Document/Warehouse Receipt Received" field shall be the later of the date: • CCC becomes the holder of the warehouse receipt • of loan application • all other required loan documents are received by the County Office, including the lien waiver.	Screen PLA11000 will be displayed.
5	On Screen PLA11000, enter the farm number where the commodity was produced and PRESS **"Enter"** to continue.	Screen PLC40005 will be displayed.
6	On Screen PLC40005, PRESS **"Enter"**.	Screen PLC40000 will be displayed with information from the EWR loan/LDP file.

8   Processing EWR's in APSS (Continued)

B   Processing Warehouse-Stored Loan in APSS Using EWR (Continued)

Step	Action	Result
7	Verify and complete Screen PLC40000 and PRESS **"Enter".**	Screen PLC23505 will be displayed.
8	Verify and complete Screen PLC23505. **Note:** If **"Y"** is entered to the question, "Do you have additional receipts?", then repeat step 6 and 7, until **"N"** is entered in response to the question.	Screen PLC11000 will be displayed for each warehouse receipt that was processed.
9	Complete the warehouse-stored loan according to 12-PS.	
10	Release the EWR associated with a completed loan according to paragraph 9.	

C   Processing LDP in APSS Using EWR

EWR receipts can be used as production evidence when requesting LDP by selecting LDP using EWR as payment type according to subparagraph 5 A, Step 4. CCC does not have to be the holder of EWR's used for LDP.

Once the EWR loan/LDP file has been transferred to APSS, from Menu PCA005, select Option "13". Perform the normal loan and producer verification routines in APSS. Process the LDP according to this table.

Step	Action	Result
1	On Menu PGA000, select Option "8".	Screen PGA09500 will be displayed.
2	On Screen PCA09500, enter the file sequence number of the loan/LDP file to be processed on the "Enter file name for the peanut data" field. Enter **"Y"** or **"N"**, to the question, "Is this the correct file?". PRESS **"Enter".**	The producer name on the file will be displayed. **Note:** The LDP will be processed for the person/entity name displayed on the upper left hand corner of the screen. This name may **not** exactly match the producer name on the loan/LDP file. Screen PGA10000 will be displayed with the information from the EWR loan/LDP file.

8   Processing EWR's in APSS (Continued)

C   Processing LDP in APSS Using EWR (Continued)

Step	Action	Result
3	Verify and complete Screen PGA10000, then PRESS **"Enter"**.	Screen PGA10005 will be displayed.
4	Complete the LDP according to 12-PS.	
5	Release the EWR associated with a completed LDP according to paragraph 9.	

9   Releasing EWR's

A   Conditions for Releasing EWR's

EWR's downloaded by the County Office must be released to EWR, Inc. if the receipt:

- is being released to the new holder
- is being returned because of error in the warehouse receipt data
- has been downloaded by mistake and returned to the previous holder.

Notes: Warehouse receipt associated with a loan correction has to be released to EWR, Inc. if there is an error in the warehouse receipt or the receipt was downloaded in error.

B   Procedure for Releasing EWR's

Release EWR to EWR, Inc. according to the following table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "2".	Release Electronic Warehouse Receipt Menu 200 will be displayed.
3	On Menu 200, click on Option "1".	Select Electronic Warehouse Receipts Screen PNC50000 will be displayed.

9   Releasing EWR's (Continued)

B   Procedure for Releasing EWR's (Continued)

Step	Action	Result
4	On Screen PNC50000, enter the file sequence number (FSN) or select FSN by clicking the "Select FSN from List" button. On the "Release Reason Code" field, select the reason for releasing the receipt by clicking on: • receipt is being released to a new holder • downloaded by mistake/return to previous holder for correction. When releasing the receipt to a new holder, enter the new holder ID and name, or select holder ID by clicking the "Select Holder ID" button. Click on **"Next Screen"**.	Screen PNC53000 will be displayed.
5	On Screen PNC53000, click on the receipt number to be released. A **"Yes"** will be displayed on the Selected Column. Click on **"Select All"** to select all receipts for release. Click on **"Next Screen"**.	Menu 200 will be redisplayed.

9   Releasing EWR's (Continued)

C   Transmitting Release Request

This option will be used to release a group of receipts in a loan/LDP file to EWR, Inc. Loan/LDP file to be released may be transmitted to EWR, Inc. according to this table.

Step	Action	Result
1	On Menu 200, click on Option "2".	Screen PNC12200 will be displayed.
2	Enter EWR user ID and password to transfer the file for release to EWR, Inc.	Select Electronic Receipts for Release Screen PNC54000 will be displayed
3	On Screen PNC54000, select the file sequence number (FSN) to select a group of receipts to release. Select **"All"** to transmit all the files. Click on **"Next Screen"** to transmit the files to EWR, Inc.	The screen will display the number of files and receipts selected. EWR Transfer Screen will be displayed with series of communication messages. EWR Release Confirmation List will be printed. Menu 200 will be redisplayed.

10   EWR System Main Menu Other Functions

A   Printing Receipt List

This function provides the County Office with the ability to print the contents of the loan/LDP file that has been downloaded from EWR, Inc.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, click on Option "1".	Select File for Printing Screen PNC19200 will be displayed.
4	On Screen PNC19200, click on the file sequence number (FSN) to print. Click on **"All"** to print all files. Click on **"Next Screen"**.	EWR Peanut Receipt Detail List will be printed. Menu 600 will be redisplayed.

10   EWR System Main Menu Other Functions (Continued)

B   Restoring Selected Files From Server Backup

County Office must call the National Help Desk before restoring loan/LDP files from the server. Loan/LDP files can be restored from server backup according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, click on Option "2".	Restore Peanut EWR Application Data Screen PNC91000 will be displayed.
4	On Screen PNC91000, enter the server backup location or click on the "Change Backup Directory" button to select the directory containing the loan/LDP file backups. Select the backup ID to be restored. Click on **"Next Screen"**.	Menu 600 will be redisplayed.

C   Reloading Loan/LDP Files From Backup Diskette

Loan/LDP files can be restored from backup diskettes created by the County Office. Do **not** use this option to load files from diskette that contain **new** loan/LDP files. Reload loan/LDP files from backup diskettes according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, click on Option "3".	Restore Loan/LDP File from Backup Diskette Screen PNC62000 will be displayed.
4	Insert the backup diskette in the diskette drive and click on **"OK".**	Select Files to Reload Screen PNC63000 will be displayed.
5	On Screen PNC63000, click on the file sequence number (FSN) of the loan/LDP file to restore. Click on **"Next Screen"**.	Menu 600 will be redisplayed.

10   EWR System Main Menu Other Functions (Continued)

D   Deleting Loan/LDP Files From System

This function will remove the loan/LDP files that are no longer needed from the system. Do **not** remove any files associated with receipts that are still outstanding or receipts that have to be released back to the new or previous holder.

Before using this option, the user **must** backup the files to the server. Loans/LDP files can be deleted from the PC Peanut EWR System according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, click on Option "4".	Remove Loan/LDP Files from System Screen PNC64000 will be displayed.
4	On PNC64000, enter the crop year to remove. Select the type of files to be removed by clicking on either: • loan files • LDP files • loan and LDP files. Select the status of files to remove by clicking on either: • completed files only • incomplete files only • complete and incomplete files. Click on **"Next Screen"**.	Screen PNC65000 will be displayed.
5	On Screen PNC65000, click on the file sequence number (FSN) to delete. Click on **"Yes"** or **"No"** to the question, "Do you wish to delete the selected file?".	Menu 600 will be redisplayed.

10   EWR System Main Menu Other Functions (Continued)

E   Splitting a Loan/LDP File

Loan/LDP file containing multiple receipts may be split into 2 separate files. This option allows the user to select a receipt from the original loan/LDP file and move that receipt to a another loan/LDP file with a new file sequence number assignment.

Examples of the reasons for splitting the loan/LDP file are to group the receipts according to the:

- loan/LDP requested by the producer
- warehouse location where the peanuts are stored.

Split the loan/LDP file according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu according to subparagraph 5 A.	Menu 001 will be displayed.
2	On Menu 001, click on Option "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, click on Option "6".	Select File to Split Screen PNC66000 will be displayed.
4	On Screen PNC66000, click on the file sequence number (FSN) of the loan/LDP file to be split.	Screen PNC67000 will be displayed
5	On Screen PNC68000, click on the receipt to split from the existing loan/LDP file. A "Yes" will be displayed in the Select column. Click on **"Next Screen"**.	Screen PNC68000 will be displayed.
6	On Screen PNC68000 the following fields will be displayed: • producer name • payment type • original file sequence # • remaining receipts • remaining total tons • new file sequence number • new file receipts • new file total tons. Click on **"Next Screen"**.	Menu 600 will be redisplayed.

11   Peanut EWR System Login/Setup Functions

A   Using the Other Login/Setup Functions

The PC Peanut EWR System has additional functions to handle changes in the PC Peanut EWR System. County Offices should **not** use these options without specific instructions.

From Peanut EWR System/Login Setup Menu 000, the following options are available.

Option	Name
1	Update Configuration Information
2	Restore Peanut Files from Server
3	Backup Peanut Files to Server